

APA Style Running Head & Page Numbers



Microsoft Word Document on a PC: ([Click here for YouTube Video](#))

1. Select the Header section of your document by going to the insert tab OR you can double click at the top of the page for header section to pop up.
2. In the Header & Footer tools design tab, check the box next to “Different first page”.
3. **To insert a page number on your first page:** go to the Header & Footer group
 - Click on “Page Numbers”
 - Select top of page and the option “Plain Number 1”.
4. Now in the header section of your paper, before the page number, double click and type “Running head:” followed by the [possibly abbreviated] title in all capital letters.
 - The running head should be a maximum of 50 characters, including letters, punctuation, and spaces between words.
 - It should appear on the left side of your header section.
5. Place cursor to the left of the page number and hit the Tab key once or twice to move the page number to the right margin.
6. Select (or highlight) the running head as well as the page number and click home tab
 - Change the font to Times New Roman: size 12.
7. **To insert page numbers to the rest of your document:** Click outside the Header section (on the first page) and go to Insert tab and select “Page Break”.
8. Select the header section of page 2 of your document.
9. **To adjust header for page 2 on:** In the Header & Footer group, click on “Page Number”.
 - Select “Top of Page” and the option “Plain Number 1”
 - The page number “2” should be inserted.
10. Place cursor before the page number “2”, type in your paper title in all capital letters, without “Running head:”
11. Press the Tab key once or twice to push the page number to the right side margin.

Microsoft Word Document on a Mac: ([Click here for YouTube video](#))

1. **To create header for the first page:** Click the View button at the top of the page
 - Select “Header and Footer”.
2. Place cursor in Header box (left margin) on the first page, write “Running head:” followed by the [possibly abbreviated] title of your title in all capital letters.
 - The running head should be a maximum of 50 characters, including letters, punctuation, and spaces between words.
 - It should appear on the left side of your header section.
3. Click the Document Elements tab
 - Go to the Header and Footer section, and click Page Number.
4. On the Page Numbers box that pops up, select Right for the text alignment and make sure the “Show number on first page” box is checked.
 - Click OK.
5. **To adjust the header for page 2 on:** Place the cursor in the second page header (labeled “Header – Section 2”).
6. Go to the Header and Footer tab above and uncheck the “Link to Previous” box.
7. Remove the words “Running head:” from the second page.